

**SECRET**

DPO-0016-59  
Copy 1 of 7

2 April 1959

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MEMORANDUM FOR: Chief, Security Section, DPD-DD/P  
SUBJECT : Request for CHALICE, COSTO, CORONA Clearances -  
[REDACTED] Chief, Salary and Wage  
Division, Office of Personnel

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1. As an outgrowth of his responsibility for staffing out an annual review for the Supergrade Review Board of [REDACTED] positions in CIA, [REDACTED] called me today to ask for an appointment next week to discuss particulars of the SG positions appearing on the DPD T/O. At present there are three of these: that of the Chief of Division, the Deputy Chief of Division, and the Chief, Special Requirements Staff.

2. The review will encompass basically four areas of questioning:

- a. Skill levels required.
- b. Responsibilities of the position.
- c. Scope of authority in each position.
- d. Type of decisions normally made; general level of contacts usually made and for what purpose.

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It seems to me that in order to give [REDACTED] an intelligent answer to these questions, it will be necessary to talk in fairly concrete terms. This will necessitate identification of DPD activities by category and probably a bit more. Accordingly, I believe at least a limited administrative clearance should be given [REDACTED] prior to discussions of this sort.

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3. Additionally, on behalf of the Deputy Director, (Support), [REDACTED] has been asked to conduct a job inventory of my own position and that of my deputy. This will also require a certain amount of definitive discussion fairly well along the lines of paragraph two above, albeit for a different purpose. I understand that this particular inventory is to enable Colonel White to assign some form of ranking as to complexity and responsibility to his senior administrative positions.

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4. In consideration of the two requirements detailed herein, I feel a clearance and briefing is indicated. The SC review takes immediate priority, and in order that [REDACTED] and I may be able to wind this matter up, I would appreciate it if you would expedite the review of [REDACTED] in the Office of Security with a view to completion no later than 8 April, and before if at all possible. Please advise me of completion of the clearance so that I can call [REDACTED] and set up the briefing.

SIGNED

JAMES A. CUNNINGHAM, JR.  
Chief, Administrative Branch  
DDP-DD/P

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